

Learner

Reviewers

**STEP 1
START REVIEW**

Learner enters details of individuals who will be present at the review and identifies lead reviewer

Learner sends invites to individuals who are not their educational supervisor or designated prescribing practitioner

Individuals who are not the learner's educational supervisor or designated prescribing practitioner receive email link granting read-only access

**STEP 2
PREPARE FOR THE REVIEW**

Learner completes Part A – updates and reflects on progress

Individuals review at least 5 pieces of evidence across the domains, review what the learner has recorded in part A, and familiarise themselves with the E-portfolio content

**STEP 3
UNDERTAKE REVIEW**

Learner and reviewers meet to discuss and set actions for development

Lead reviewer completes form

**STEP 4
RECOMMEND AND REFLECT**

Lead reviewer documents outcome and any additional comments

Learner adds reflection and any additional comments

Learner signs off as complete

Lead reviewer signs off as complete

CLOSE

Notes
The RPS curriculum recommends including intermediate progress reviews within training programmes but this process is optional

Lead reviewer = educational supervisor or designated prescribing practitioner (have write access for the learner's E-portfolio)

Each step must be completed before being able to access subsequent steps. The lead reviewer must mark each form in the process complete.